

## What Happens After You Submit the Registration Form for a Paid Webinar

Once you have submitted the registration form (page 1) to the League, here is what happens next:

1. The League will process your payment
2. (3) Three Business Days before the webinar, you will receive a personalized link from either "GoToWebinar" or "Danielle Holland-Htut" that will connect you to the webinar at the appointed time (**if you do not receive this link please call 609-695-3481 ext 118**)
3. At the scheduled time of the webinar, you will click the link provided in the confirmation e-mail and will be automatically directed to the virtual classroom.

***In order to view the webinar you may have to download the GoToWebinar Codec. Depending on your browser, click "Run" or "Save" when prompted in the box at the bottom of your screen. This will install the GoToWebinar Codec and launch the webinar.***

Please note, **you must sign on to the webinar at the specified time.** If you sign in after the start of the webinar you may not be eligible for credit.

### Last Minute Registrations (Up to One Business day before the Webinar):

Potential attendees have **until one business** day before the program to register. To do this, fill out the registration form provided on the webinar announcement and then fax or e-mail a copy of your PO or Check. Once it is received, the League will e-mail over your confirmation so that you can join in on the meeting. **Please note, if you do not receive a confirmation, please contact the League at 609-695-3481 as soon as possible.**

### Cancellation Policy:

Cancellations will be accepted until 4:00p.m. three (3) business days prior to the scheduled webinar. **After the Cancellation Deadline there are no refunds.**

### Substitutions:

If you are unable to participate in the webinar and you would like to transfer your registration to someone else, you must Email the following information to [sdelany@nijlm.org](mailto:sdelany@nijlm.org) or fax to 609-695-0151:

- a. Name and title of attendee being substituted
- b. Name and email of new attendee
- c. Date and title of webinar

If you have any questions on substitutions please contact Sue at 609-695-3481 ext 111

### Ipad and Iphone Warning:

We strongly recommend that you do not use your ipad or your iphone to view the webinar. Several of the tracking features are unavailable on these devices and can result in loss of CEU credit.

**Please use a hardwired computer only to view webinars.**

## CEU Credit for Webinars

The requirements to receive CEU credits webinars are listed below. Please note, these procedures are **only for Live Webinars that have CEU credit.**

1. **Attendance**-Attendees must be present for the entire webinar. Signing in late or signing out early may result in loss of credit.
2. **Attentiveness**- Attendees are expected to pay full attention to the webinar throughout the duration of the program. GoToWebinar tracks each attendee's computer. If an attendee clicks off the webinar screen at any time, this will be recorded. Please note, while the GoToWebinar system tracks each attendee, it **cannot** identify what an attendee clicks on and will not display any websites etc.

**Microsoft Word Warning:** If an attendee wishes to take notes on the program, we ask that you please use pen and paper. Taking notes on the computer via Microsoft word, One Note, etc that the webinar is running from will cause a drop in the attentiveness score and can result in loss of credit.

3. **Poll Questions**- Attendees are required to answer poll questions given at random throughout the webinar. These questions will be based on the material being discussed. Attendees must answer the poll questions correctly to qualify for credit.

Once the webinar has ended, the League will review each attendee based on the three criteria above. If the attendee has met all three of these requirements a certificate of attendance will be e-mailed within the next two weeks after the program.

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